

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

19 August 1970

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING)

DATES 4-9 October 1970  
(This Seminar is in session from  
Sunday afternoon to Friday afternoon.)

LOCATION [REDACTED]

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OBJECTIVES To increase individual effectiveness on  
the job by providing better understanding  
of planning as a managerial skill, and to  
familiarize participants with the Agency's  
overall planning system.

FOR Senior line and staff officers who have a  
need for better understanding of planning  
methods and processes.

Minimum grade level: GS-15

DESCRIPTION A one-week, residence (full-time) course  
which provides a systematic framework  
for managerial planning by identifying and  
analyzing basic approaches and selected  
techniques. It provides orientation on the  
Agency's Planning, Programming, and  
Budgeting System. This course features  
active learning through precourse work,  
team problem-solving, and case study.  
Formal lectures are kept to a minimum.

This document is part of an integrated  
file. If separated from the file it must be  
subjected to individual systematic review.

(Over, please)

SECRET

GROUP 1  
Excluded from automatic  
downgrading and declassification

SECRET

Developed under contract by [REDACTED]

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PRECOURSE  
WORK

Approximately 20 hours. Materials will be sent out on or about Wednesday, 16 September 1970.

REGISTRATION

Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe. Closes Wednesday, 9 September 1970. No substitutions to be made after this date because of precourse work requirements.

ALLOCATIONS

Representation by all Directorates will enhance the value of the Seminar to the participants. Consequently, the following allocations are suggested:

<u>Component</u>	<u>Suggested Number of Participants</u>
DCI Area	2
Directorate of Intelligence	11
Support Services	11
Clandestine Service	15
Directorate of Science and Technology	6

TRAVEL ORDERS  
AND COST

Responsibility of participating office.

ADDITIONAL  
INFORMATION

On course content, call [REDACTED]  
On registration, extensi [REDACTED]

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